

BNSF Railway Safety Vision

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

A culture that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance...

A work environment, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded...

Work practices and training for all employees that make safety essential to the tasks we perform...

An empowered work force, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.



Operations Testing Reference Guide

Passenger Operations Supplement

In Effect at 0001
Central, Mountain and Pacific
Continental Time

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Operations Testing Guidelines

Introduction

Operations Testing is mandated by federal regulation and BNSF policy to determine the extent of compliance with BNSF rules, policies, instructions, and procedures.

This supplement to the BNSF Operations Testing (OPT) Reference Guide defines the tests designed for Passenger Operations in addition to the BNSF Operations Testing Reference Guide. All general instructions in the BNSF Operations Testing Reference Guide apply to the Passenger Operations supplement. Supervisors conducting operations tests for passenger operations should use both the reference guide and the passenger supplement as reference material.

Purpose Of This Document

This document is designed to provide guidance to supervisors conducting operations testing of Passenger Operations for specific work activities. This supplement is supported by rules, policies, instructions, and procedures including the applicable Passenger Operations Manual for each respective operation.

Operations Testing/Procedure

Supervisors utilizing the Operations Tests in this Passenger Operations Supplement must be qualified on the applicable operating rules for each test.

Supervisors conducting operations testing of passenger operations that may result in delay of trains must conduct their activities under the direction of the appropriate passenger operations supervisor or manager before setting up tests. Supervisors must always conduct any testing with the safety of passengers, employees and themselves in mind.

All other requirements for Operations Testing Authorization, Testing Methods, Test Data Entry, Employee Notification, etc. found in the OPT Reference Guide apply for supervisors conducting operations testing of passenger operations.

701 Running Air Brake Test

OBJECTIVE

The Running Air Brake Test determines employee compliance with the requirement to perform a running air brake test for passenger trains.

APPLICABLE RULES

- Air Brake and Train Handling Rules
 - Rule 100.13 Running Air Brake Test
- Passenger Operations Manual – Seattle
 - Item 23 Air Brake Test
- Passenger Operations Manual – Minneapolis
 - Item 23 Air Brake Test
- Chicago Division Timetable

Reference Rule: Chicago - Division Timetable/Instructions for Locomotive Engineers on Suburban Trains/GCOR Modifications for Suburban Trains on the Chicago Subdivision

PREPARATION / PROCEDURE

The test observation can be conducted at any location.

This test may be conducted at the initial, final or intermediate terminal upon initial departure or when control ends have been changed. The test should be performed when there is sufficient application of air brakes to ascertain they work properly, and it should not be over moving parts of a switch mechanism.

FAILURE DEFINED

This test is a failure when the Running Brake Test is not performed from the operating end at the initial terminal, or when performed over moving parts of a switch mechanism, or if there is insufficient application of the air brakes to ascertain whether the brakes are operating properly.

703 Crew Communication/Calling Restrictions

OBJECTIVE

This test determines if the employee complies with the communication requirements for calling attention to and acknowledging restrictions.

APPLICABLE RULES

- Chicago:
 - GCOR
 - Rule 1.47 Duties of Crew Members A & C
 - Rule 5.4.2 (A & B) Less Than Two Miles Ahead of Restriction
 - Rule 5.4.3 (A & B) Less Than Two Miles Ahead of Restriction
- Seattle:
 - GCOR
 - Rule 1.47 Duties of Crew Members A & C
 - Rule 5.4.2 (A & B) Less Than Two Miles Ahead of Restriction
 - Rule 5.4.3 (A & B) Less Than Two Miles Ahead of Restriction
 - Passenger Operations Manual - Seattle
 - Item 26 Calling Signals and Crew Communication
- Minneapolis:
 - GCOR
 - Rule 1.47 Duties of Crew Members A & C
 - Rule 5.4.2 (A & B) Less Than Two Miles Ahead of Restriction
 - Rule 5.4.3 (A & B) Less Than Two Miles Ahead of Restriction
 - Passenger Operations Manual
 - Item 26 Calling Signals and Crew Communication

PREPARATION / PROCEDURE

This test can be conducted at any location where the movement of a passenger train is restricted.

Verify the following:

- Verify the Conductor calls attention to a restriction to the Engineer after passing the last station but less than 2 miles for a restriction
- Verify that the engineer calls appropriate restrictive signals on the radio to the conductor and receives the acknowledgement. An example of a restrictive signal is any signal that requires a train to stop at or proceed at restricted speed at the next signal.

FAILURE DEFINED

This test is a failure when the:

- Conductor fails to communicate a restriction to the Engineer after passing the last station, and less than 2 miles for a restriction
- Engineer fails to communicate the required restriction on the radio to the conductor
- Conductor or Engineer fail to acknowledge the restriction communication
- Crew member fails to communicate and acknowledge a signal that requires a train to stop at or proceed at restricted speed at the next signal

705 Passenger Awareness Announcements

OBJECTIVE

The Passenger Awareness Announcements test determines that the crew members make appropriate announcements as required.

APPLICABLE RULES

- Passenger Operations Manual – Chicago
 - Item 1.3 Public Address Equipment / Required Announcements
- Passenger Operations Manual – Seattle
 - Item 13 Standard Announcements
 - Item 14 Furnishing Information to Passengers Relative to Delayed Train
- Passenger Operations Manual – Minneapolis
 - Item 13 Standard Announcements
 - Item 14 Furnishing Information to Passengers Relative to Delayed Train

PREPARATION / PROCEDURE

This test can be performed onboard any passenger train where announcements are required.

Verify the following when required:

- Passenger safety announcements
- Passenger security announcements
- Passenger stops
- Delays
- Emergencies
- Other announcements as necessary

FAILURE DEFINED

This test is a failure when the:

- Required announcements are not made
- Appropriate announcements are not made
- Appropriate announcements are not made when the automated announcement system is not functioning

706 Crew Responsibility

OBJECTIVE

This test verifies that the employee has reported for duty on time and is prepared to perform service in a timely and safe manner.

APPLICABLE RULES

- Passenger Operations Manual – Chicago
 - Item 1.1 Interface with the Public
- Passenger Operations Manual – Seattle
 - Item 1 General Requirements
- Passenger Operations Manual – Minneapolis
 - Item 1 General Requirements

PREPARATION/CONDITIONS

This test can be conducted at any location where employees are going on duty.

Verify that the employee is in possession of:

- Flashlight
- Unattended item evaluation guide
- Standard operating procedures
- Passenger Operations Manual
- Proper uniform
- Required PPE and equipment necessary to perform service while on duty

FAILURE DEFINED

This test is a failure when the:

- Employee has failed to report to duty in a timely manner
- Employee is not in possession of PPE or company issued equipment necessary to perform service

707 Location/Operation Emergency Appliances

OBJECTIVE

The Location / Operation of Emergency Appliances verifies that employees know the location of and possess a working knowledge of the emergency doors, windows, tools, and possesses operational knowledge to use the equipment.

APPLICABLE RULES

- Passenger Operations Manual – Chicago
- Item 5.8 On Train Emergency Instructions / Equipment
- Item 5.8.1 49 CFR 239 Emergency Preparedness
- Passenger Operations Manual – Seattle
 - Item 22 Train Evacuation and Search Procedures
- Passenger Manual – Minneapolis
 - Item 22 Train Evacuation and Search Procedures

PREPARATION/CONDITIONS

This test can be conducted at any location where an employee's duties require knowledge of the location and use of the emergency features of train.

Verify that employees can answer questions and demonstrate the use of the emergency features of the train.

FAILURE DEFINED

This test is a failure when an employee is not able to identify the location of and/or demonstrate the use of the emergency features of train.

720 Delayed In Block

OBJECTIVE

This test verifies that a designated passenger/commuter train maintains the required speed after being "Delayed in Block" as required by the Timetable Subdivision Special Instructions.

APPLICABLE RULES

- Chicago
 - GCOR and Timetable Subdivision Special Instructions
 - Rule 9.9 Train Delayed With in a Block
- Seattle
 - GCOR and Timetable Subdivision Special Instructions
 - Rule 9.9 Train Delayed With in a Block
- Minneapolis
 - GCOR and Timetable Subdivision Special Instructions
 - Rule 9.9 Train Delayed With in a Block

PREPARATION / PROCEDURE

The supervisor determines the type of operation (CTC, ABS, or Manual Interlocking Limits) for the location to be observed.

Note: This observation does not apply to passenger trains when operating using ACS.

In CTC or Manual Interlocking Limits, the supervisor observes the passenger train proceeds prepared to stop at the next signal, not exceeding 40 mph or another speed designated in the timetable, until:

- The next signal is visible
- And that signal displays a proceed indication

If the next signal displays a stop indication, the supervisor may also conduct a stop test for the signal using the appropriate OPT 200 series test number.

In CTC or Manual Interlocking Limits, verify that the crew is prepared to stop and does not exceed 40 mph or another speed restriction until observation of a proceed signal indication.

FAILURE DEFINED

This test is a failure when the Engineer and Conductor exceed the maximum permissible speed when Delayed In Block, as required by the Timetable Subdivision Special Instructions.

721 Door Procedures

OBJECTIVE

The Door Procedures Operation Test verifies that the train crew are performing passenger boarding and detraining according to instructions to ensure passenger safety.

APPLICABLE RULES

- Passenger Operations Manual - Chicago
 - Item 1.2.1 Door Operations
 - Item 1.2.2 Normal Door Operations
 - Item 1.2.3 Door Light Extinguishers En Route
 - Item 1.2.4 Door Light Failure
 - Item 1.2.5 Door Malfunctions
 - Item 1.2.6 At Curved Platform
- Passenger Operations Manual – Seattle
 - Item 19 Operations of Doors
- Passenger Operations Manual – Minneapolis
 - Item 19 Operations of Doors

PREPARATION / PROCEDURE

This test observation can be conducted at any stop location where passengers load / unload for the train. The supervisor can make the observation from either the station platform or riding the train.

Some key points for observation are:

- The doors are not opened until the train comes to a complete stop unless a crew member is protecting the doorway (and wearing proper PPE when required)
- A member of the train crew must be on the platform when passengers are loading (at both ends of the train in Chicago)
- A crew member must be at the assistance car (ADA) as necessary
- A crew member in the assistance car must check the car next to the locomotive prior to giving a proceed signal (in Chicago only)
- Crew member must visually scan entire side of the train and verify that passengers are clear before closing doors
- After closing doors, crew member must give a "Second Look" from crew door along entire train side before giving a proceed signal by hand or radio (employee closest to controlling end in Chicago)
- All car doors are closed before moving

FAILURE DEFINED

This test is a failure when the:

- Door opens on train before stopping at platform without a crew member protecting the doorway
- Crew members do not step down onto the platform (both crew members in Chicago)
- Crew member is not at the assistance car (ADA) as necessary
- "Second Look" before departure is not performed
- Doors are not closed when train departs platform
- Conductor or Trainmen occupy the vestibule with a door stuck in the open position
- Engineer fails to determine status of the DIL aspect on the control console before departing

722 Class II Air Test

OBJECTIVE

This test determines if the employee complies with the requirement for a Class II Air Brake Test whenever taking control of equipment or changing ends.

APPLICABLE RULES

- Air Brake and Train Handling Rules - Chicago / Seattle / Minneapolis
 - Rule 100.15 Application and Release
- Passenger Operations Manual – Seattle
 - Item 23 Air Brake Test
- Passenger Operations Manual – Minneapolis
 - Item 23 Air Brake Test

PREPARATION/PROCEDURE

The Class II air brake test will be performed whenever taking control of a train or the control stand used to control the train is changed. The brake must be applied in a manner that allows the crew to ascertain whether the brakes are operating properly.

Verify the following:

- Engineer makes an appropriate brake pipe reduction, and
- The Conductor / Engineer verify that the brakes on the rear unit (car or locomotive) apply and release, by direct observation or an air gauge on the rear of the train.

FAILURE DEFINED

The Engineer does not make an appropriate reduction and / or the Conductor does not verify the application and release of the brakes on the rear of the train by the use of gauge or visual observation.

723 Emergency Situation - Responsibilities

OBJECTIVE

This test verifies that all crew members have an operational knowledge of their roles and responsibilities in an emergency situation.

APPLICABLE RULES

- Passenger Operations Manual – Chicago
 - Item 5.8.1 49 CFR 239 Emergency Preparedness
 - Standard Operating Procedures
- Passenger Operations Manual – Seattle
 - Item 22 Train Evacuation and Search Procedures
 - Standard Operating Procedures
- Passenger Operations Manual – Minneapolis
 - Item 22 Train Evacuation and Search Procedures
 - Standard Operating Procedure

PREPARATION / PROCEDURE

This test can be conducted at any location where a crew member is on duty. This test determines if an employee is able to verbally describe or physically demonstrate his/her responsibilities in an emergency situation.

FAILURE DEFINED

This test is a failure when a crew member can not describe what their responsibilities would be in a passenger train emergency situation including:

- Conducting a job safety briefing
- Performing the Assess and Evaluate process
- Communicating the Assessment to crew members
- Assigning duties to crew members as necessary
- Making Passenger Awareness Announcements
- Maintaining the role as Incident Command until relieved by EMS
- Remaining available until relieved by a company officer
- Securing the train when relieved
- Completing and submitting a Critique and Debrief form